

Student Registration Permit-Override (Banner INB)

- Logon to Ursa at <https://ursa.unco.edu> using your network username and password.
 - Access **Production Banner (INB)** via the link under your **Employee** tab.
 - Go to **SFASRPO** using the **SEARCH** field.
 - Enter the student's Bear Number in the **ID** field.
 - Enter the term in the **Term** field (e.g. 200650 = Fall 2006) or use the **Term** drop-down menu to select the term you want.
 - Perform a **Next Block** using the **GO** button or by using the shortcut keys: **Ctrl + Page Down**.
 - Using the **Permit** drop-down menu, choose either:
 - **CAPACITY** – Overrides only capacity of class
 - **INSTCONS** – Overrides both pre-req and capacity
 - **ICEXCAP** – Overrides a pre-req, but not the capacity
 - **TMCONFLICT** – Overrides a time conflict with another course
 - **MUTEXC** – Overrides a mutually exclusive restriction
 - Enter the **Course Record Number (CRN)** for the class in the **CRN** field.
 - Save by using the **Save** button or by using the shortcut key: **F10**.
 - To release additional course sections, select **Insert**. A blank row will appear.

